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Mid-Atlantic Regional
Archives Conference (MARAC)

the mid-atlantic archivist

Volume 4 Number 2

APRIL 1975

The Program Committee for the Annapolis Conference May 9 and 10, 1975 met in early November and devised a tentative program featuring Bicentennial archival resources in the Mid-Atlantic area.

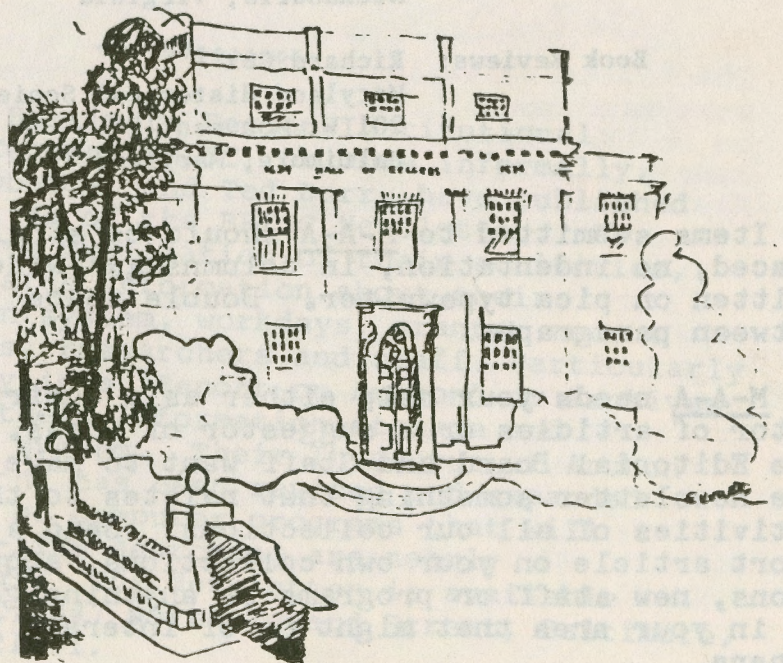
Annapolis is especially "meet and right" as the site of the spring convention. Settled before 1670 and center of a flourishing tobacco trade during the colonial period, the town was the supply center of the Revolutionary Army in the young state and later from 1783 -1784 was the capital of all the newly united states. It was in Annapolis that Lafayette's troops gathered and set out for the southern campaign which ended in Yorktown. In the present Maryland Statehouse which was dedicated in 1772 the Treaty of Paris was ratified by Congress. Thus Annapolis remains as a living reminder of the colonial past.

But there is more. Annapolis hears reminders of the architectural and social changes from every period of our national history. Georgian, Federal, Victorian, modern--the houses and shops nestle together in an intimacy and variety that delights the eye. From St. John's College (1784) to the U.S. Naval Academy (1845), from Mt. Moriah Church (built by free Blacks in 1874) to the Civil War burial grounds, from the busy city dock to the quiet creeks and bays, Annapolis is a unique setting for the MARAC conference in the Spring of 1975.

The Annapolis Hilton, situated by the town harbor, will be the location of all sessions and two lunches. The room rate which is still subject to change will be \$18.00 and \$24.00. There will be a walking tour of Annapolis and a cocktail party at the historic Maryland Inn.

The Maryland Hall of Records will host the convention. Any questions should be directed to Patricia Vanorny for local arrangements or to Phebe Jacobsen on program at the Maryland Hall of Records, Box 828, Annapolis, Md. 21404.

come to Annapolis



The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library, University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:



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Items submitted to M-A-A should be single spaced, no indentation, in columns $4\frac{1}{2}$ " wide, written on pica typewriter. Double space between paragraphs.

M-A-A needs your help either as a contributor of articles or a suggestor of ideas. The Editorial Board and Staff want to make the newsletter something that relates to the activities of all our collections. Send a short article on your own collections, acquisitions, new staff or programs or anything going on in your area that might be of interest to others.

THE OUTLAW CENTER AT UTAH STATE
UNIVERSITY

Were Butch Cassidy and the Sundance Kid killed in South America, or did they return to The United States and live to an old age?

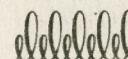
That is but one of many questions to be investigated in detail by the National Association and Center for Outlaw and Lawman History recently established at Utah State University.

The Association and Center were formally inaugurated at a dinner meeting at the University on June 10. It was one of the most unusual gatherings ever, with guests including close relatives of famous western outlaws and lawmen.

Cowboy Joe Marsters of the Lost River Ranch in Doyle, California, who as a youngster served in Butch Cassidy's gang as a horse wrangler, recalled his service with Butch Cassidy's gang as a horse wrangler, recalled his serviced with Butch in Brown's Park, Utah. Lula Parker Betenson of Circleville, sister of Butch Cassidy, affirmed that Butch was living in the United States as late as the 1930's. Also present were: Marvel Murdock, daughter of Elza Lay, Butch's close friend; Boyo and Joyce Warner, son and daughter of Matt Warner; and other children of members of the famous Wild Bunch. William C. Linn, Vice President of Pinkerton's Inc., and Joseph Cowley of Salt Lake City, brother of Samuel Cowley, the famous FBI agent, represented the lawmen at the meeting. All guests participated in a group interview conducted by Milton C. Abrams, University Librarian and Director of the USU Learning Resources Program.

Hundreds of books, manuscripts, diaries, photographs, and other documents on outlaw and lawman history have been contributed to the Center by writers, publishers, and others. It is hoped that writers, historians and many other persons will use the holdings of the Center. A register is being prepared and should be ready soon.

Kerry Ross Boren of Salt Lake City, well-known writer of Western articles, was elected president of a 15-member Board of Trustees of the Association, with Harvey Murdock of Salt Lake City as Vice-President, Jean M. Westwood of Salt Lake City as Treasurer, and John J. Stewart of Logan as Secretary.

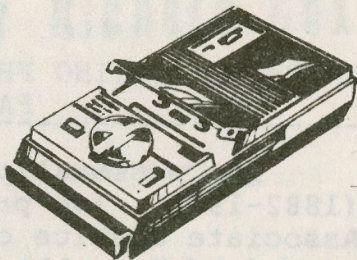


The National Microfilm Association has published their 1974 Buyers Guide available from NMA, Suite 1101, 8728 Colesville Road, Silver Spring, Maryland 20910.

Oral History

and

the mid-atlantic archivist



A CONVERSATION with MARTHA ROSS

Q: I see that you are going to be writing on oral history for the mid-atlantic archivist, and I wonder what your qualifications are as an oral historian?

A: Well, my involvement with oral history goes back to 1969, when I did a career study on the subject at George Washington University. As a result of that study, I was asked to set up a pilot oral history project, documenting the development of their program in Continuing Education for Women. Interest in this project among their students led to a non-credit oral history workshop, which I taught for three semesters before moving to the University of Maryland, where I was already a graduate student in recent American history.

I've taught an oral history course here since 1972, with upper level undergraduates and graduate students from a number of departments as well as from University College.

I have helped organize and conduct workshops at a number of colleges and libraries in the Baltimore/Washington area and have spoken on oral history at Towson State College, the Maryland Historical Society, and the Smithsonian Institution. I'm a consultant on oral history to the Health Physics Society, and have done a series of interviews with long-time residents along the C & O Canal for the National Park Service. At present I am completing an oral history project for the Federal Mediation and Conciliation Service.

Q: Just what is oral history? And what is the archivist's interest in it?

A: The present day archivist is prepared to handle and preserve many types of non-print material, of which oral history materials are a special type. Oral history, as defined by its practitioners and its professional organization, consists of original historical material generated by means of pre-recorded interviews. This excludes such historically interesting materials as newsreels, tapes or films of speeches or meetings; these are audio-visual materials certainly but not oral history. Because ideally the interview will be transcribed, oral history materials may consist of tapes, transcripts, and even microforms.

The oral history interview is meant to supplement information in the existing record with personal recollections; and in this day of the jet plane trip, the long-distance telephone call, the impersonal official report, much information is never recorded about how decisions are arrived at, who is involved, who suggests which solution. In years gone by, the participants might have gone home and written their individual accounts in journals or in letters to absent spouses or friends, and so the personal point of view would have been preserved for the historian subsequently to assess and use. Not so today, when much of this information is in people's heads and nowhere else.

Then there are groups who have no tradition of written records--urban neighborhood groups, ethnic groups, non-literate groups--whose experience will be lost if representative members are not sought out and interviewed.

As for the archivist's role in all this, it may be simply custodial--that is, taking care and making available materials that someone else has generated and given to the repository. Or the institution may want to generate a collection of its own. Often an oral history collection will begin as one type and will later expand into the other function.

I want to go into both of these aspects of the archivist's interest in oral history in a great deal more detail, so perhaps we can continue this discussion in the next issue.

Q: What if our readers have questions?

A: I'll be delighted to try to answer them, not only from my own knowledge and experience but also by checking the literature and by calling on expert friends who've been involved in oral history even longer than I have. Please address questions to:

Martha Ross
Department of History
University of Maryland
College Park, Maryland 20742

The Baltimore Region Institutional Studies Center (BRISC) or more informally, Adele Newburger and Ted Durr, have published volume 2, #1 of the BRISC Newsletter. An informative publication of their activities, BRISC relates information about their automation system, workdays, grants, recent accessions, researchers and staff. Particularly noteworthy is a "Report on Archon" or Archives On-Line, their information storage and retrieval system. Their Thesaurus of Archon Descriptions has been revised and expanded and a set of computer programs that will enable on-line searching are nearly operational. The Newsletter is available from BRISC, 847 North Howard Street, Baltimore, Maryland 21201.

the wandering archivist

by
mary
boccaccio

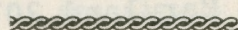


THE NATIONAL CAPITOL LABOR HISTORY SOCIETY

The Society is a regional body of persons interested in labor history. It encourages the development and dissemination of historical information concerning labor, serves as a clearing house for the location of collections in labor history and the identification of people active in labor history research, promotes the collection and preservation of historical documents and materials related to labor history, and encourages research and publication in labor history.

All persons interested in labor history are eligible for membership in the Society. The Society meets monthly during the academic year to conduct its business and to hear speakers. Among the recent speakers have been the distinguished labor historian, Philip Taft; the foremost labor folklorist, Archie Green; and the co-founder of the Southern Tenant Farmers Union, H.L. Mitchell.

Membership dues of five dollars (students, three dollars) may be sent to Stuart Kaufman, 12111 Dove Circle, Laurel, Maryland, 20811.



The fifteenth National Archives conference, scheduled to be held May 8-9, 1975, will be on the subject of local history. The American Association for State and Local History will be cosponsor. Michael G. Kammen of Cornell University--where he is Newton C. Farr Professor of American History and Culture, and chairman of the history department--will deliver the keynote address. In the tradition of earlier conferences, sessions will be in the National Archives Building, and the papers and proceedings will be published afterward. For further information, contact James D. Walker, Director, Conference on Local History, National Archives (GSA), Wash., D.C. 20408.

MATERIAL MISSING FROM THE FELIX FRANKFURTER PAPERS

The personal papers of Felix Frankfurter (1882-1965), law professor, author, and Associate Justice of the Supreme Court, were deeded to the Library of Congress in April 1955. The Library received the first installment of the papers in May and June 1967 and significant additions in November 1967, July 1968, and July 1969.

From the time the Frankfurter papers were first made available to the public (1967), they have been one of the most frequently consulted collections in the custody of the Manuscript Division.

Between August and October 1972 a few items were discovered to be missing in the Frankfurter papers. In November 1972, a thorough search was made of the entire collection and a substantially larger number of items including diaries and other materials of special importance were found to be missing. Up to that time it has been hoped that the missing items were merely misfiled. As a result of the search, however, it became certain that a major loss had occurred.

Containers from which items were known to be missing were withdrawn from service pending an investigation by the Federal Bureau of Investigation, which began immediately and continued throughout 1973. During the interval, at the request of the FBI, no public announcement was made concerning the loss. In mid September 1973, however, columnist Jack Anderson reported the theft in two "Washington Merry-Go-Round" columns, offering to serve as intermediary in the return of the apparently stolen documents to the Library. Approximately one month later Mr. Anderson received in the mail photocopies of some (but not all) of the missing items, which copies he delivered to the Library on October 18.

Meanwhile, the Library approached some scholars known to have purchased photocopies of a few of the missing items. This procedure also yielded some copies.

Despite appeals for the return of the original manuscripts or, at least, photocopies of the additional missing items, there have been no further developments to date.

The purpose of this public announcement, made with the approval of the Federal Bureau of Investigation, is to identify as specifically as possible the missing material. It is urgently requested that any person who has knowledge or well-founded suppositions concerning the whereabouts

Book reviews

by Richard Cox

Reporting Manuscript Accessions in the Maryland Historical Magazine

One of the most difficult jobs of the archivist is knowing what materials exist in other repositories that relate to the collections he or she administers. Family collections are notorious for being widely scattered. The situation is even worse when a researcher attempts to cover a theme or a period. In the recent European Manuscript Sources of the American Revolution by W.J. Koenig and S.L. Mayer (New York, 1974) I discovered twenty collections in the British Isles and France that relate to Maryland. With all this the archivist has to be prepared to help the researcher as best as possible.

The archivist has many avenues to travel to discover materials that are important to his work. The best place to start, of course, is with Philip M. Hamer, ed., A Guide to Archives and Manuscripts in the United States (New Haven, 1961). The greatest difficulty with this guide is that it is out of date; it is, however, now being revised. There is another problem - it is a one volume work and thus provides only summaries of the collections. For more detail the multi-volume The National Union Catalog of Manuscript Collections (Ann Arbor, Mich., et al, 1962 -) is the best source. Yet NUCMC, as every reviewer of it points out, is dead to use with its numerous indexes. However, it is the best method for locating manuscript collections in the United States.

Both the Hamer Guide and NUCMC have a more basic limitation: they can only report what is reported to them. Many institutions with important collections still do not report to NUCMC. But there are many other guides and articles that researchers certainly find helpful because, limited to their own collections, the descriptions are more detailed. The problem is finding these guides. Few libraries, even those of major universities, attempt to collect all these finding aids. And few archivists can afford to purchase them. The researcher and the archivist both are handicapped.

In an attempt to aid researchers of Maryland history, the Maryland Historical Magazine will, starting next year, introduce a new feature. For the past six years articles on the manuscript collections of the Society have regularly appeared in the journal. Included as well have been recent accessions lists to supplement The Manuscripts Collections of the Maryland Historical Society (Baltimore, 1968). Starting in the Summer 1976 issue will be an article on Maryland manuscript collections in institutions other than the Society. The format of this feature will be patterned after the "News Notes" section of The American Archivist. Of course, all of this is only a hope and will depend on those repositories reporting. The result hoped for will be an up to date detailed listing of sources for the scholar working on Maryland.

This essay then is to serve as an announcement of this and an invitation for those repositories in the Mid-Atlantic region to participate in this project. For those who have reported regularly recent accessions to The American Archivist the procedure will be the same. All that is needed is a letter listing manuscript collections that have Maryland related materials. Since, in many cases, only a portion of the collection will relate to this state, it is requested that some additional details be provided concerning that portion. All such reports will have to be in by early February 1976 for mentions to be given. Since there are a number of repositories that do not have the staff to even report the most important collections, it is also requested that those who become aware of Maryland collections report to me. In this way I will be able to follow up on such materials.

The Summer issue of each Maryland Historical Magazine will be a reference tool for scholars. Accompanying the article on manuscripts will be an annual bibliography of books and articles (the first of these will appear in the Summer 1975 issue and will include books and articles published in 1974 that relate to Maryland history.)

As far as I can ascertain this is the first time that anything of this kind has been tried on the state level in an historical journal. I am not at all positive that it will be successful. Thus any suggestions concerning this project will be most welcome.

Richard J. Cox



The Guide to the National Archives of the United States, 1974, has been published by the National Archives and Records Service and placed on sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The price of the 884-page, hardcover volume is \$12.30. Superseding the long outdated Guide published in 1948, the new volume describes official records accessioned as of June 30, 1970, regardless of where they are located. It does not include, however, descriptions of Presidential and other personal papers and historical manuscripts in the custody of Presidential libraries. The nearly one million cubic feet of records cataloged in this Guide include more than 1.5 million maps, about 201,000 rolls of microfilm, more than 43,000 reels of motion pictures, approximately 4.5 million still pictures, about 2.4 million aerial photographs, and approximately 66,500 sound recordings. Collectively these records document the history of the Federal Government from its establishment through the mid-20th century. The Guide is organized to reflect the current organization of the Government.

FEDERAL ARCHIVES AND RECORDS CENTER

Philadelphia, Pennsylvania

In 1969, the National Archives and Records Service established 11 regional archives whose general function is to preserve and make available for researchers those U.S. Government records of permanent value created and maintained by field offices of Federal agencies that are useful primarily for documenting regional and local activities.

In textual records, the Philadelphia Archives Branch contains some of the Records of the District Courts of the United States (Record Group 21). These records encompass the Eastern, Middle and Western Districts of Pennsylvania, plus the District of Delaware. These include civil, criminal, admiralty, and bankruptcy records; case files; indexes; and related records. Some of these court records date from 1789 to the mid-1940s. We have well over 220,000 Federal naturalization petitions in Philadelphia Branch, again, some dating back to the 1790s. The records of the United States Court of Appeals (Record Group 276) include correspondence and case files dating from 1891. We possess nearly 2,000 cubic feet of material from the Third Judicial Circuit, comprising nearly 10,500 cases heard between the years 1891 and 1951. We have approximately 300 cubic feet of Records of the Chief of Engineers (Record Group 77). This material primarily pertains to the construction and maintenance of Fort Delaware on Pea Patch Island in the Delaware River. In addition, we house records of the field offices of the National Park Service, Forest Service Bureau of the Mint and Department of the Navy. The total of our record holdings is over 18,000 cubic feet.

In addition to accessioning original records, we have acquired and will receive over a period of years, many of the NARS microfilm publications. At present, we possess over 12,000 rolls of microfilm. The film consists of such materials as the Papers of the Continental Congresses, early State and War Department records, and a large amount of material relating to the American Indian. The branch archives now has the 1850 and 1880 Federal Population Census Schedules and is receiving the 1900 census. We hope within the next six months to have available the 1800 and 1830 census film. This microfilm can be used in the research room or borrowed on interinstitutional loan. Loan policy follows the American Library Association's "National Interlibrary Loan Code, 1968." Unfortunately, however, due to restrictions placed by the Department of Commerce on the Census of 1900, this microfilm cannot be loaned but must be used at the branch archives. In addition, we also have both the indexes to and the

Customs Passenger Lists for the Port of Philadelphia and Baltimore.

So please come and see us. The research room is open Mondays thru Fridays (except holidays) from 8:00 A.M.-4:30 P.M. If you have any questions please call or write to us: Robert J. Plowman, Chief Archives Branch, Federal Archives and Records Center, 5000 Wissahickon Ave. Philadelphia, Pa. 19144 Phone: (215) GE-8-5200 Ext. 591, 592.

The National Archives and CBS, Inc., have signed an agreement to establish an archives of television news broadcasts that will be available nationwide, starting in early 1975. Videotape copies of all regularly scheduled and special hard news broadcasts on the CBS Television Network will be available for research use at the National Archives in Washington, D.C., its eleven regional archives branches, and the six Presidential libraries. Additionally, the National Archives plans to make videotape copies of the news broadcasts to fill request from public, university, and other libraries operating under the American Library Association's Interlibrary Loan Code. CBS is furnishing videocassettes of the broadcasts to the National Archives, which has a royalty-free license to make copies for research use and publish indexes of the broadcasts. All copies will be exactly as broadcast. The new agreement is for an initial term of two years. It follows a successful pilot test that was conducted early in 1974. Archivist of the United States James B. Rhoads said that the National Archives is open to similar arrangements with other networks.

The International Council on Archives has accepted an invitation from the National Archives and Records Service and the Society of American Archivists to hold an International Congress on Archives in Washington, September 28-October 1, 1976, as part of the nation's bicentennial celebration. The Congress will attract archivists, records managers, information specialists, and historians from most countries of the world, and will hold four plenary sessions on various aspects of the conference theme, "The Archival Revolution of our Time." Further information may be obtained by writing to Frank G. Burke, Assistant to the Archivist, National Archives (GSA), Washington, D.C. 20408.

PANEL FINDS BIAS AGAINST WOMEN IN ARCHIVAL FIELD

Its two-year study completed, the Society of American Archivists' Ad Hoc Committee on the Status of Women in the Archival Profession has concluded that "The SAA must indeed recognize that discrimination does exist within the profession."

Moreover, the report contends that predominantly male top administrative managements--more than any other elements of the profession--have the power to determine whether equal employment opportunity within their institutions "is a fact or fantasy."

The committee chaired by Mabel E. Deutrich, director of the NARS Military Archives Division, based its findings on returns from widely distributed questionnaires. Responses from 672 individuals, including men and women, as well as from 147 institutions were tabulated.

The 80-page report is available at \$2.00 per copy from:

Ann Morgan Campbell, Executive Director
Society of American Archivists
The Library--P.O. Box 8198
University of Illinois, Chicago Circle
Chicago, Illinois 60680

Highlights of the report include the following:

Salaries--Men's earnings range 14-46% higher than women's at comparable educational levels; on the average men earn 30% more money. This difference narrows at the Ph.D. level, but widens at lower educational levels. Men with the Ph.D. average \$19,000 annually, while women with the same degree earn \$16,707. A master's degree earns \$14,556 for a man, \$12,200 for a woman. With less than a bachelor's degree, the male archivist averages \$13,708 annually, while a woman earns \$9,413. On the average, women earn \$11,772 a year to their male counterpart's \$15,283--a \$3,500 difference.

Service--At all educational levels except that below the bachelor's degree, women have had twice the years of service at their institutions as have men. For example, women Ph.D.'s have worked half again as many years as men with the Ph.D. But for every \$1,000 increase in salary obtained during their service, men worked 14 months to women's 19 months.

Duties--Men spend more time than women on administrative duties. More than one-third of the men but fewer than one-quarter of the women indicated that they spent a major part of their time on administrative duties. At the Ph.D. level, almost 41% of the men spent a major part of their time in administration, but only 35% of the women. If they don't administer, what do women do? Among those archivists

reporting a major amount of time spent on non-administrative jobs, 31 women but only 17 men prepared finding aids, 20 women but only 12 men arranged and boxed records, 44 women but only 30 men provided reference service, 17 women but only one man performed secretarial and clerical duties, six women but no men handled exhibits and publicity. On the other hand, three women but six men worked with trustees or donors of funds and papers.

Publications--In general, women are less prolific writers than their male colleagues: 48% of the women reporting had publications of some kind, compared with 62% of the men. But significantly, men and women under 40--the probably future leaders of the profession--are publishing at approximately the same rate, even though women in this age group earn substantially lower salaries than do men and hold disproportionately fewer positions in which publishing might be encouraged. The rate of publication of both married and unmarried men and women is approximately equal up to three articles; about one quarter of both the married and unmarried men and women have published one to three articles. Past this point, the rate of publication for women decreases.

Professional participation--In spite of the lower salary and lower job levels of women within the profession, only 2% fewer women SAA members attended annual meetings than did their male counterparts.

Perceptions of discrimination--Almost two-thirds of the men indicated that they perceived no sex discrimination in their institutions. In contrast well over half--58%--of the women said it did exist. The strongest perception of discrimination came from men and women under 40 years. For all respondents, the principal area of discrimination was seen to be promotional opportunity, followed by salary, assignment of duties, hiring and training opportunities.

Excerpts from the Remarks column--
"There is a great deal of discrimination... It shows in the amount of increases awarded, in the length of time it takes to reach any given place in the salary structure... There is at least a thirty dollar a week difference between my own and men in similar or lesser salary classifications."

"Women are the object of a whole range of unexamined assumptions ranging from the comment made ...that archivists would have trouble making sense of some filing system because they were created by 'silly young things in frothy dresses' to the courtly concern of one of the profession's elder statesmen that women should be protected from the hard realities of running an institution that has to seek foundation support in order to survive."

"My male coworkers seem to have only the usual cultural sets...The example that comes to mind was the assumption that I would answer the phone when the secretary was out because 'people expect a woman's voice to answer.'"

technical notes

by paul mucci

CONTINUED FROM LAST ISSUE

Part II:

VWR stocks a Photo-Volt pH meter, model 115A. It comes equipped with electrodes that do not meet our needs. Purchase the meter without the customary electrodes and have the cost of these stock electrodes subtracted. The meter alone will cost about \$250. The order number is 34133-005. The type of electrode required is called a flat-head combination surface-contact electrode. It has to be ordered separately from another distributor--Beckman Instruments, Inc. (Scientific Instruments Division, Process Instruments, 2500 Harbor Boulevard, Fullerton, California 92634, (714) 871-4848. The electrode is number 39182 in the Beckman catalog, and the cost is about \$60. When you attach the surface-contact electrode wires to the meter wires, splice in and seal an extra 12-inch length of electrical wire purchased at your hardware store. This extra length will enable you to move the electrode over a wide area without moving the meter. VWR have sales representatives who will come to your laboratory at no cost to answer questions and to demonstrate the proper use of your meter.

The combination surface-contact electrode requires a solution of potassium chloride (4M KCl) saturated with silver chloride (AgCl). A small amount is poured into the glass shaft of the electrode through a hole provided for this purpose. The VWR order number for a 16-ounce bottle is 34132-953. Complete instructions come with the meter and the electrode.

Hydrion buffer capsules should be kept on hand for the purpose of establishing accurate pH meter settings so that readings will be correct. The capsules are mixed with a specified amount of distilled water and the solution formed will yield a known pH. The meter is manually set to the known pH if the reading of this solution is not correct. I suggest you stock pH 4, 7 and 10 Hydrion buffer capsules for regulating your meter. The VWR order numbers are 34175-118, 34175-264 and 34175-413 respectively.

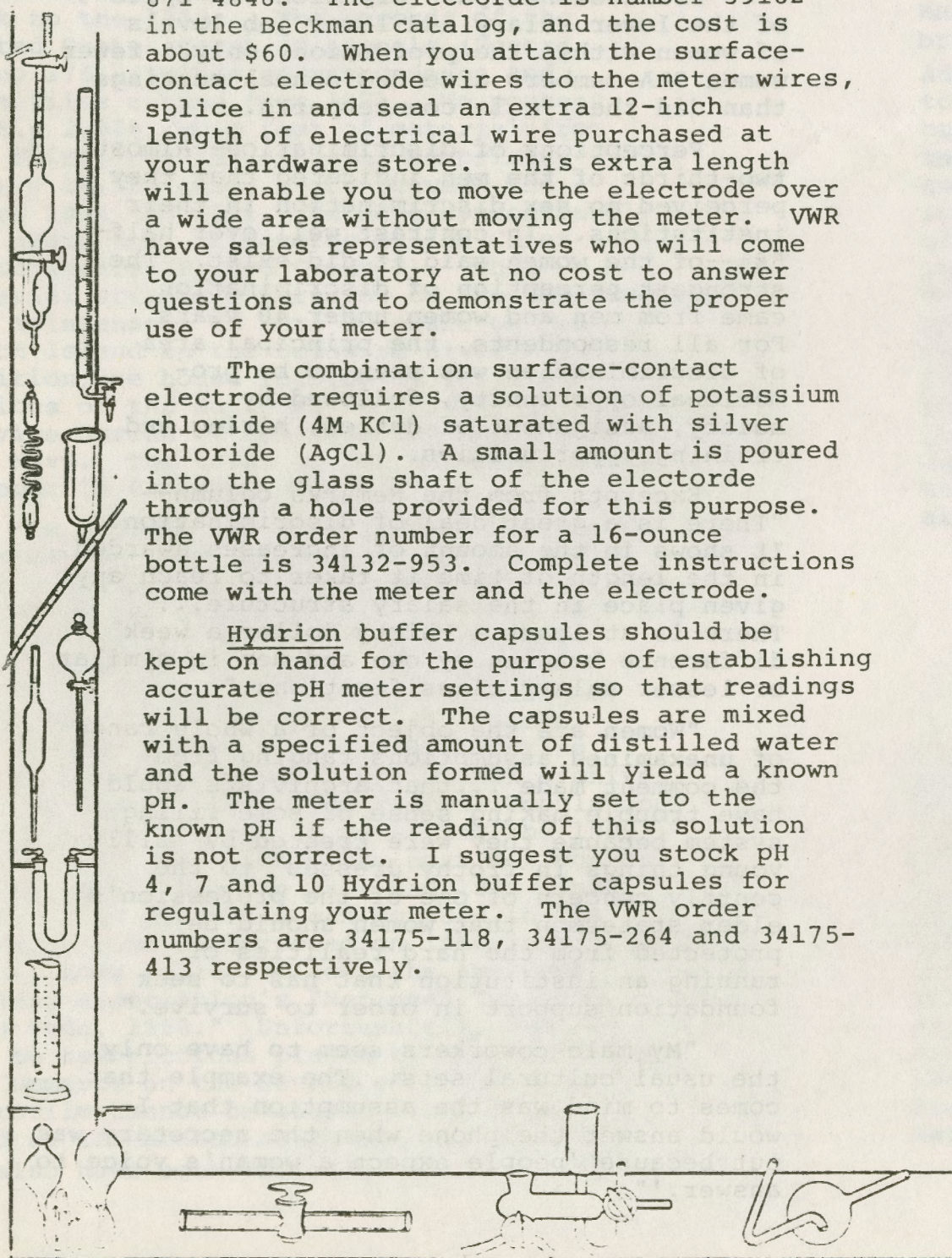
Pyrex graduated beakers are very useful for many laboratory operations. You may wish to order 50ml, 200ml, 400ml and 1000ml beakers. The VWR order numbers for the 400 ml and the 1000ml beakers are 13912-229 and 13012-284, respectively. A graduated cylinder (100ml capacity) is essential for some laboratory operations and helpful in preparing accurate Hydrion solutions. VWR number 24710-463.

A final note about de-ionized water: you can de-mineralize tap water easily with ion-exchange resins that come ready to use in disposable cartridges, available from VWR and other chemical supply houses. (This can be much less expensive than carboy delivery service.) The resins exchange mineral salt ions for hydrogen and hydroxide ions which then combine to form de-ionized or de-mineralized water. The resins that we are concerned with fix only salts; other resins are available to remove other impurities. I suggest either the multiple bed or mixed bed cartridge manufactured by Barnstead. Both come in the house nipple (HN) type of construction and they are easily installed by attaching the (24-inch by 6-inch diameter) cartridge to a wall and then connecting one length of hose from the water faucet to the top end of the cartridge and another length of hose leading from the bottom end to a storage bottle or the container in which you prepare your bicarbonate solution. The speed of de-mineralization depends on the rate of tap flow--1 to 20 gallons per hour. The cartridges operate on atmospheric pressure and resins exhaustion is color indicated. The cartridges that seem best suited for our purposes are the multiple bed (VWR number 24823-109 at \$18) and the mixed bed (24823-120 at \$22). The latter de-mineralizes less water more thoroughly.

Aqueous neutralization and buffering techniques are simple to execute and they will soon become a routine matter. The single bath magnesium bicarbonate process presented in this guide is the easiest to perform of the aqueous methods.

Inspect the condition of the paper before you wash and neutralize. Various dry and solvent treatments should be applied as necessary to remove irrelevant pencil marks, raised fly specks, encrusted dirt, tape, wax, fat stains etc. Loose dirt collected in the gutter margins of book signatures is removed with a soft Japanese brush. Some "paper" can not be wetted with water successfully, clay coated paper for example, and this fact should be kept in mind as you conduct your inspections.

Prior to preparing the magnesium bicarbonate the paper to be neutralized and buffered is washed in distilled or deionized water. Screening is used to provide support for handling the wet paper. The book or document sheets are interleaved with screening--starting and



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of the missing items, at present or at any time since their removal from the Frankfurter papers, convey such information to the Chief, Manuscript Division, Library of Congress, Washington, D.C. 20540. All information received will be treated as confidential. The sole purpose in soliciting this cooperation is to restore the integrity of the collection for the benefit of historical scholarship.

**Grapes,
like people,
need a time
to rest.**

The International Archival Affairs Committee of the Society of American Archivists has announced its Third Archives Study Tour: Archives in Central and Northern Europe, for August 5-22, 1975. The program will feature visits to public and private archival agencies, manuscript repositories, and libraries in Copenhagen, Stockholm, Leningrad, Prague, Bratislava, Vienna, and Paris. In each city there will be opportunities for local historical orientation tours and visits to museums and related cultural institutions. The Study Tour has been arranged through Senders World Travel, and is available to members of the Society, their families, and other persons interested in archive, manuscripts, libraries, and records management activities. For further information write Frank B. Evans, Chairman, SAA International Archival Affairs Committee, Room 7016, GSA Regional Office Building, Washington, D. C. 20407.

The controversy on whereabouts of little known facts

If each member would send a list of the institutional publication for his or her institution, m-a-a would publish them accordingly. The Newsletter is also interested in new publications, intended publications and ideas for publications and especially for Marac publications. Let's begin a bibliography for our region. Send information to the editor.

FROM THE ARCHIVAL ASSOCIATION OF ATLANTIC
CANADA NEWSLETTER

A DIRECTOR

Leaps tall buildings in a single bound,
Is more powerful than a locomotive
Is faster than a speeding bullet,
Walks on water,
Gives policy to God.

AN ASSISTANT DIRECTOR

Leaps short buildings in a single bound,
Is more powerful than a switch engine,
Is just as fast as a speeding bullet
Walks on water if sea is calm,
Talks with God.

A DIVISION HEAD

Leaps short buildings with a running start
and favourable winds,
Is almost as powerful as a switch engine,
Walks on water in an indoor swimming pool,
Talks with God if special permission is approved.

A SUPERVISOR

Barely clears a quonset hut,
Loses tug of war with locomotive,
Can fire a speeding bullet,
Swims well,
Is occasionally addressed by God.

AN ASSISTANT ARCHIVIST

Makes high marks on the walls when trying to
leap tall buildings,
Is run over by locomotives,
Can sometimes handle a gun without inflicting
self-injury,
Talks to animals.

A CURATORIAL ASSISTANT

Runs into tall buildings,
Recognizes locomotives two out of three times,
Is not issued ammunition,
Can stay afloat with a life jacket,
Talks to walls.

A CLERK

Falls over doorstep with trying to enter
building,
Says "look at the choo-choo"
Wets himself or herself with a water pistol,
Plays in mud puddles,
Mumbles to himself or herself.

A SECRETARY

Lifts buildings and walks under them,
Kicks locomotives off their tracks,
Catches speeding bullet in his or her teeth
and eats it,
Freezes water with a single glance,
Is God.

notes from 8

ending the stack with screening. Ideally, each sheet of paper should have its own top and bottom support screen. The stack of paper and screen should be kept to a size that can be handled easily in the bath and that can be cleaned within a specified time period. The screening should extend beyond the edges of the paper being processed about 2-inches on all sides. The stack is placed into the sink or tray and the wash water is added slowly through the siphon tube. Plastic corners can be formed and used to keep the stack from drifting about the container. When heated water is used, first fill your container and then test the temperature and correct if necessary; then angle the stack into the water.

The first wash water must be at room temperature. Subsequent baths can be heated and increased in temperature by about 5° C with each change of water. Water temperatures above 40° C should be avoided in my opinion. I use heated water only when the paper is badly discolored by cellulose degradation. If heated water is used in the first bath fly specks and some stains will become fixed. Washing includes cleaning each sheet with a soft, flat brush. A small stainless steel spatula (VWR or Eberhart) is used to remove resistant glues, fly specks and dirt. A sheet of Plexiglas wide enough to fit the sink or tray and long enough to lean against one side without falling into the container will provide an excellent support surface for cleaning. The entire stack is partially removed from the water, usually at the end of the first bath, and placed upon the Plexiglas wide enough to fit the sink or tray and long enough to lean against one side without falling into the container will provide an excellent support surface for cleaning. The entire stack is partially removed from the water, usually at the end of the first bath, and placed upon the Plexiglas support. Each sheet of paper is inspected and cleaned. Lift and place aside the top support screen. Flood with water and brush the surface of the paper lightly. With book paper pay particular attention to the fold, especially the outside folds of signatures, where glue may remain if dry removal methods failed. When the first side of the paper is cleaned to your satisfaction, the top support screen is replaced and the sandwich is turned over. The opposite screen support is lifted and placed aside and the other side of the paper is cleaned. A new stack is formed as the sheets are cleaned. The water is discarded and the stack is placed in a fresh bath to soak.

The paper being treated is always moved by handling the support screen. If a stack is composed of sheets of paper with only one support per sheet, care must be taken

when peeling the screens away from the paper during the various procedures in washing, cleaning and neutralization. Often lifting one support will drag and tear the paper resting on another screen beneath it. This is why it is safer to provide each sheet of paper with its own top and bottom supports.

After the sheets have been cleaned, the washing or soaking operation continues. Wash water is discarded when it reaches equilibrium with the contents of the paper; this point is reached when the level of deterioration products in the water equals the amount that remains within the paper. This may take about an hour. Washing and changing the water continue until the water-soluble degradation products no longer discolor the bath water. When the wash water remains clear after a half-an-hour of soaking the washing can be considered completed. The number of baths required depends on the state of deterioration. Remove the stack from the wash water, drain, and dry the paper in blotters. The paper is separated from its supports and placed on the blotter in the same operation. Peel the top support screen from the sheet, turn the bottom screen over and lay it and the paper against the blotter. Peel the screen away from the paper.

The blotters are changed frequently. Do not weight the pile during the drying period. Air-drying on racks or on blotter supports is another approach if you know in advance that neutralization and buffering will have to be performed. Test the dried paper for pH. If the pH is below a desirable level, say 6.5 additional treatment may not be needed. Instructions for preparing the neutralizing agent and executing the process are described below.

Weigh 14 grams of magnesium carbonate powder for each gallon of deionized or distilled water you intend to use. (The use of the word water in this guide, unless tap water is specified, will refer to deionized or distilled water. Deionizing and distilling water are different techniques for obtaining a reasonably pure water.) I usually prepare 4.5 gallons of magnesium bicarbonate at a time using 63 grams of magnesium carbonate powder. The powder is added to the water after the latter has been measured and poured into the carboy. With a wooden spoon stir the mixture before lowering the agitator and the dispersion tube. The power stirrer is supported over the carboy opening by a right angle clamp attached to a 36-inch stand. The agitator can be raised and lowered as required. The disposable oxygen tubing is attached to the release nozzle of the cylinder gauge and the dispersion tube is attached to the remaining tip of the tubing. A small amount of soap on the glass shaft of the dispersion tube will facilitate the attachment. Weight the tube with a non-reactive device, a glass weight, to keep it at the bottom of the carboy and out

of the way of the agitator. If the tube is not weighted it will float on the surface of the water, and the magnesium carbonate will not be supplied with a sufficient amount of carbon dioxide gas to go into solution.

I use a stirrer and rheostat with a range of 100 to 1000rpm. Usually the rheostat is kept at 400 or 500 rpm, although I will vary the speed occasionally. The model 58 stirrer mentioned in the equipment section of this guide is intended for intermittent use--that is, steady use not exceeding 8 hours at 50 percent full load (speed) in a light aqueous solution. Turn the cylinder release gauge until you get a reading of about 5 pounds. The regulator gauges come with instructions and the serviceman will connect them and demonstrate their proper use when he makes the delivery. With the carbon dioxide gas bubbling into the carboy you will be better able to locate the dispersion tube in the cloudy mixture. When you are satisfied it is out of the way of the agitator, start the stirrer and advance the speed to the number 4 or 5 setting on the rheostat, which represents 400 and 500 rpm respectively.

Check the cylinder release gauge occasionally: It is important to do so because the release pressure decreases during the bubbling period. The gauges will freeze as the liquified carbon dioxide reverts to a gas, and this tends to reduce the release flow. I keep the release gauge at 5 or 6 pounds throughout the one hour and forty-five minute period required to obtain a clear solution. As stated earlier, the magnesium carbonate forms a cloudy mixture when it is added to the water. It is only slightly soluble and particles are dispersed throughout the water. The addition of carbon dioxide gas creates a solution of magnesium bicarbonate. Increase the speed of the carboy, and alter the depth of the agitator blade to provide better mixing.

With the solution ready for use, the washed and dried paper is interleaved with screening and placed in the sink or tray. The magnesium bicarbonate is added through a siphon tube from the carboy. Agitate the solution occasionally during the 60-minute soaking period. Also, lift the entire stack out of the solution, drain by hanging one corner of the stack out of the solution, drain by hanging one corner of the stack downward, turn the stack over and return it to the solution. This should be done every ten or fifteen minutes. Transfer the paper from the supports to blotters as described above. The neutralized paper should be air-dried on blotters or racks. Usually air-drying will result in severe cockling. This is no problem at this point since the paper will be washed and dried again. Air-drying will facilitate the escape of carbon dioxide gas from the remaining magnesium bicarbonate solution within the wet paper. If blotters are used as supports turn the drying paper over occasionally.

Make a pH reading when the paper is dry. If necessary the neutralization (magnesium bicarbonate solution) and buffering (air-drying) processes can be repeated. The paper must be dry before repeating the treatment. With the pH at neutral or above the process can be repeated if additional buffer is desired. The buffer compound is insoluble in water and it will not wash out if the treatment is repeated or in the final bath that follows. No easy method is available to measure the quantity of magnesium carbonate buffer that has been deposited to guard the paper against future acid accumulation.

To complete the treatment, the paper is washed again in water. This is an important step. Additional deterioration products not removed in the previous washings are removed and the unnecessary by-product of the neutralization process, magnesium sulfate, a water-soluble compound, is washed out of the paper. The techniques for this final wash are the same as those described earlier.

The paper is dried in blotters. Weights are used during drying. The blotters are changed frequently. Felts can be used at both ends of the drying stack. The blotters are felts act as reservoirs for escaping moisture. The stack must be balanced--that is, an equal number of blotters on each side of a layer of wet paper and an equal number of felts at both ends. The drying stack should be resting on plate glass and weighted with a sheet of plate glass the size of the blotters. If the cover glass is well supported by a level stack, weights can be used for additional pressure. When dry the neutralized and buffered and washed paper is ready for mending, binding, mounting or depositing into neutral pH folder.

A final note: Traditional gelatin and modern sizes are used to prevent feathering of printer's inks and manuscript inks. Once the sheet of paper is printed or written on, the size has served its purpose. In the washing and neutralization processes that follow, what size is still present on the paper will be washed away. You can resize if you wish--provided the size is a proper one--but it is not generally required. Sizing is a cosmetic process when applied by conservators to restore a certain appearance, handle and "rattle". Resizing does not necessarily strengthen the paper. In fact, some size formulae produce acid deterioration of the paper fibers; and some insects and micro-organisms are attracted to gelatin size.

Retawmatic Corporation specializes in surface water detectors, water separators and water in oil detectors. Available from Retawmatic Corp., Box 460 Grand Central Station, New York, N.Y. 10017, their catalog notes "made to specifications" and "related projects invited."

Twenty-four persons - manuscript curators, archivists, librarians, Latin-American specialist, and members of their families - participated in the Second Archives Study Tour between August 4-24, 1974. In Lima the group visited the National Archives, The National Library, the National Anthropological and Archaeological Museum, and the Herrera Archaeological Museum. Following a three-day excursion to Cuzco and Machu Picchu, the archivists traveled to Santiago for visits to the National Archives, the National Library, and the Chilean-American Cultural Center. Before leaving Chile a one-day excursion was made to Valparaiso and Vina del Mar. Moving on to Buenos Aires, the archivists were hosted by the National Archives, the National Graphic Archives, the National Archives of Music, and the National Library.

A visit to Iguassu Falls was next on the itinerary, then Sao Paulo with its State and Municipal Archives and the Sound Archives section of its Public Library. Institutions visited in Rio de Janeiro included the National Archives, the Archives and Library of the Ministry of Foreign Affairs, the Historical Archives and Museum of the Bank of Brazil, and the National Library. A generous reception was afforded the group through the courtesy of the Association of Brazilian Archivists under the presidency of Professor Jose Pedro Esposel. Caracas was the final stop on the tour, and visits were made to the National Archives, the Archives of Colonial Music of Venezuela, and the National Library. In each city members also had the opportunity to visit additional manuscript and archival repositories, and other institutions relating to their particular interests. A brief description of the major repositories visited is provided by Paul V. Lutz, editor of Manuscripts who participated in the tour, in the Fall 1974 issue of his journal.